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DEPARTMENT OF STATE
INSTRUCTION



61 A COMPTROLLER
 FINANCE DIV
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NO: CW-7759 March 30, 1962.

SUBJECT: PERSONNEL: Administrative Regulations

REF:

TO: ALL AMERICAN DIPLOMATIC AND CONSULAR POSTS

Administrative regulations have been and will continue to be revised to give posts greater latitude to deal with local situations. Further, principal and administrative officers will be given more authority and responsibility to administer their own affairs. In modernizing our regulations along these lines, efforts are being made at the same time to simplify procedures and paper work.

One example of change in the regulations to achieve the foregoing goals is the recent revision in the representation allowance regulations. Yet the Inspectors have found an instance where field interpretation of the regulation changes would result in additional paper work. The specific section involved, 4 FAM 432.3-2, was interpreted as requiring each officer, regardless of position, to submit in advance a detailed memorandum requesting approval of each representational undertaking, however small and routine. This was not the intent of the changes.

It was the intent of the new regulations to give the Ambassador complete control and responsibility for the use of representation funds. It was not the intent of the regulation to tie his hands with new paper work in the field.

Administrative officers must use their good judgment to make the common sense interpretations which the new administrative regulations afford.

They must make known their administrative "statesmanship" by applying the general policy and philosophy expressed in new regulations to their local conditions.

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CLEARANCES:

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Administrative officers are encouraged to act boldly in finding solutions to their problems. Naturally, such actions must be taken within the framework of the intent of law, and central policy and authority in Washington. But administrative officers who replace Washington bureaucracy with field bureaucracy do a great disservice to the Department, their post, and themselves.

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